



City of Maple Valley  
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## DESIGN REVIEW APPLICATION REQUIREMENTS

This checklist identifies elements and information necessary for the City to accept an application for Design Review for further processing.

If you think an item is not applicable to your project, please bring this to staff's attention prior to the application submittal. Submittals without all items on this checklist, other than pre-approved exceptions, cannot be accepted for further processing.

A Design Review requires a **Master Land Use Process 2** Application and payment of applicable fees. The information on this checklist is not meant to be all-inclusive and additional materials may be required as the review proceeds.

### Submittal Requirements

- ☐ Affidavit or letter of agency, signed by the property owner(s), for any agent(s) authorized to act on behalf of the property owner.
- ☐ Completed "Design Review Application Requirements Checklist."
- ☐ Pre-Application Conference Summary. Design Review applicants are required to participate in a mandatory, Pre-Application Conference prior to preparing a submittal package.
- ☐ Written project narrative detailing the proposal.
- ☐ Site plan.
- ☐ Landscape plans, including photometric analysis.
- ☐ Lighting plans, including photometric analysis.
- ☐ Tree retention plans.
- ☐ Building elevation drawings, scaled, in color.
- ☐ Materials/color data sheet.
- ☐ Survey of existing conditions, boundaries, and topographic information.
- ☐ Geotechnical Report addressing slope contours and slope susceptibility to erosion, landslide, seismic events, and slope subsidence or failure if a steep slope is on or near enough to affect the subject property.
- ☐ Preliminary Technical Information Report.

- ☐ Preliminary site drainage plans.
- ☐ Preliminary utility plans.
- ☐ A Title Report issued within 30 days prior to application submittal, including all supporting documentation and any other information required by staff for the purposes of ascertaining ownership and the existence of easements or covenants affecting the development site.
- ☐ Parking study, if applicable.
- ☐ Scaled project vicinity map showing a one mile radius.
- ☐ Legal description of the affected property, with original surveyor's stamp.
- ☐ Current Certificate of Sewer Availability or executed Sewer Extension Agreement.
- ☐ A numbered list of the names and addresses of the owners of all properties within 500 feet of the proposed development site. The records of the King County Assessor's Office must be used for determining the property owner of record (MVMC 18.100.180).
- ☐ Plain envelopes (not peel-and-stick) stamped with first-class postage (not metered) and labeled with mailing labels and numbers corresponding to the list of property owners above (one set). If necessary, the City may require additional sets of stamped, addressed envelopes.
- ☐ A map highlighting all the parcels within 500 feet of the project.
- ☐ Concurrency Review and Traffic Impact Analysis, if applicable. An Application for Capacity Reserve Certification (Concurrency) is required if the project will generate more than 15 peak PM vehicular trips. A subsequent Traffic Impact Analysis (TIA) may also be required.

## DESIGN REVIEW APPLICATION REQUIREMENTS

The following items need not be included in the submittal, however, they may be required prior to Design Review approval, if found applicable.

- ☐ Wetland delineation and categorization report, if wetlands are on or near enough to affect the subject property.
- ☐ Stream delineation and categorization report, if a stream is on or near enough to affect the subject property.
- Shoreline delineation and characterization report, if any part of the subject property is within 200 feet of the shoreline of Lake Lucerne, Pipe Lake, or Lake Wilderness.
- ☐ Aquifer recharge special report, if aquifer recharge occurs on or adjacent to the subject property.
- Wildlife inventory study, if subject property includes or is adjacent to habitat for species identified by the State Department of Fish and Wildlife as endangered, threatened, sensitive, or priority.

**NOTE:** It is incumbent upon the applicant to disclose to the City, the presence of any critical areas on the development site and any mapped or identifiable critical areas within 100 feet of the applicant's property to the extent known by, or readily available to, the applicant (MVMC 18.60.100).

- ☐ A sign, prepared at the applicant's expense, designed pursuant to City specifications and located at the site, notifying the public of the development. You will receive notice when it is time to post the sign.
- ☐ List of required improvements expected to be incomplete at the time of final building permit approval.
- ☐ Approved bond or other surety for improvements not completed at the time of final building permit approval.

**Contact the Department of Public Works and Community Development at (425) 413-8800 with any questions.**